



State of Arizona  
Department of Education

**Tom Horne**

Superintendent of  
Public Instruction

Date: June 1, 2007

To: Superintendent/Administrator/ELL Coordinator

From: Irene Moreno  
Deputy Associate Superintendent  
Office of English Language Acquisition Services  
Accountability Division

Subject: **FY 2008 directions for completing the application regarding the Compensatory Instruction Fund**

**15-756.11. Statewide compensatory instruction fund; reporting; definition**

A. The statewide compensatory instruction fund is established. The department of education shall administer the fund.

B. To be eligible for monies appropriated pursuant to this section, a school district or charter school must demonstrate to the department of education that it has established a satisfactory compensatory instruction program. The department of education shall distribute monies from the fund to school districts and charter schools in an amount determined by the department for compensatory instruction costs.

C. School districts and charter schools shall annually submit written compensatory instruction budget requests to the department on or before July 15 for monies from the fund on a form developed by the department. The requests shall include an analysis of compensatory instruction effectiveness.

D. The written requests submitted by school districts and charter schools shall be signed by the superintendent of the school district and the chief financial officer of the school district or the principal of the charter school and the chief financial officer of the charter school and monies from the statewide compensatory instruction fund shall not be used to supplant any federal, state or local monies, including desegregation monies levied pursuant to section 15-910, used for English language learners that were budgeted for English language learners as of February 23, 2006.

E. School districts and charter schools shall use monies from the fund to supplement existing programs. Monies shall not be used to supplant any federal, state or local monies, including desegregation monies levied pursuant to section 15-910, used for compensatory instruction that were budgeted for English language learners as of February 23, 2006.

F. Each school district and charter school shall establish a local level compensatory instruction fund to receive monies distributed from the statewide compensatory instruction fund. Monies in local level compensatory instruction funds shall be spent only for compensatory instruction. The auditor general shall modify the budget format, financial record requirements, accounting forms and financial report forms in accordance with this subsection. In consultation with the department of education, the auditor general shall provide support and guidance to assist school districts and charter schools in complying with this subsection. Documents developed pursuant to this subsection shall be reviewed by

the Arizona English language learners task force established by section 15-756.01 and the joint legislative budget committee.

G. For the purposes of this section, "compensatory instruction" means programs in addition to normal classroom instruction that may include individual or small group instruction, extended day classes, summer school or intersession school and that are limited to improving the English proficiency of current English language learners and pupils who were English language learners and who have been reclassified as English proficient within the previous two years.

**In order to be considered for Compensatory Instruction Funds, the LEA must complete the “2007-2008 Compensatory Instruction Fund Allocation Request”:**

1. The **2007-2008 Compensatory Instruction Fund Allocation Request** consists of the following:
  - A. The 2007-2008 Compensatory Instruction Fund Allocation Request (Academic Achievement report).
  - B. The 2007-2008 Compensatory Instruction Fund Allocation Request Spreadsheets (accessed via a link in the above report).
  - C. The 2007-2008 Compensatory Instruction Fund Allocation Request Signature Page (accessed via a link in the above report).
  - D. The revised Written Individualized Compensatory Instruction Plan (WICIP) form to be retained in your files (via a link in the above report).
2. Follow the directions below to access the **2007-2008 Compensatory Instruction Fund Allocation Request**.
  - A. Logon through the **ADE Common Logon**.
  - B. Choose the link to **Academic Achievement Reports**.
  - C. Choose **2007-2008 Compensatory Instruction Fund Allocation Request** from the drop-down box.
  - D. Click on **Begin Report**.
  - E. Click on **Contact Information** and complete the form.
  - F. Click on **Important Request Information** and read carefully.
  - G. Click on **Allocation Request – Instructions & Narrative Questions**. Read and follow instructions carefully.
3. When you have completed all parts of this allocation request, you will have submitted the following to ADE by July 15, 2007, 5:00 p.m. MST.
  - A. The 2007-2008 Compensatory Instruction Fund Allocation Request (submitted through Academic Achievement Reports via the ADE Common Logon).
  - B. The 2007-2008 Compensatory Instruction Fund Allocation Request Spreadsheets (to Renee Contreras as an e-mail attachment to [Renee.Contreras@azed.gov](mailto:Renee.Contreras@azed.gov)).
  - C. The 2007-2008 Compensatory Instruction Fund Allocation Request Signature Page (printed, signed, and faxed to Renee Contreras at 602-542-3050).
4. When allocations have been determined, a letter will be sent to eligible LEAs regarding availability of the fiscal application.

Please contact Renee Contreras at 602-364-3502 or by email at [Renee.Contreras@azed.gov](mailto:Renee.Contreras@azed.gov) if you have any questions.